

Minutes of Judiciary and Law Enforcement Committee - March 31, 2006

The meeting was called to order at 8:35 a.m. by Chair Mitchell. Supervisor Harenda led the committee with the Pledge of Allegiance.

Present: Chair William Mitchell, County Board Supervisors Kathleen Cummings, Mareth Kipp, Keith Harenda (left at 9:35 a.m.), David Swan, Carl Seitz; **Absent:** Jean Tortomasi

Staff Present: County Board Chief of Staff Lee Esler, Legislative Policy Advisors Dave Krahn and Mark Mader, Legis.Associate Sandra Meisenheimer

Also Present: Employment Services Mgr. Sue Zastrow, Medical Examiner Dr. Lynda Biedrzycki, Sheriff Business Mgr. Tom Koth, Deputy Inspector Steve Marks, Internal Audit Mgr. Lori Schubert, Principal Internal Auditor Jackie Siewert, Emergency Preparedness Director Richard Tuma, Chairman Jim Dwyer, Financial Analyst Lindsay Johnson

Public Present: City of Waukesha Alderman Rick Tortomasi

Approve Minutes of March 17, 2006

Motion: Harenda moved, second by Swan, to approve the minutes of 3/17/06. **Motion carried 6 – 0.**

Executive Committee Report by Bill Mitchell for Meeting of March 27, 2006

Mitchell reviewed some of the items that were discussed and/or considered at the last meeting: the Sheriff's Department audit of cash handling procedures which is on the JLE agenda today, downsizing of the County Board, and one appointment. The meeting lasted until 3:00 p.m.

Reports by Committee Member Liaisons

Cummings said at the last LEPC meeting, they reviewed a lot of the off-site plans from companies in the county as to their hazardous materials plans. She stated that the most interesting part of the meeting was Dr. Nancy Healy-Haney discussing what would happen if there were a pandemic outbreak of the flu in Waukesha County and if there should be a sub-committee appointed to study this issue.

Future Agenda Items by Committee Members

Mitchell stated that he has appreciated everyone's input and work and thought there were some very interesting discussions over the past two years. Swan said the next committee should continue to monitor the Medical Examiner's office (expansion and new position). Mitchell suggested following up on campus security and also the retrofitting of the courthouse.

Consider Proposed Ordinance: 160-O-141 Signing Bonus for Pathologist Position in Medical Examiner's Office and Modify the 2006 Budget to Appropriate Additional Funding from the Contingency Fund

Zastrow and Biedrzycki were present to discuss the ordinance, which authorizes a transfer of \$55,000 from the county's 2006 contingency fund to the Medical Examiner's budget to provide the recruitment flexibility to hire a Board Certified Forensic Pathologist. This request allows for a \$15,000 signing bonus and \$40,000 to hire the Pathologist at the top of the salary range with related employee benefit costs. Biedrzycki distributed copies of Forensic Pathology Jobs in different locations, i.e., Lubbock, TX; Toledo, OH, Phoenix, AZ; Pensacola, FL; Ontario, Canada; and Auckland, New Zealand. She also distributed statistics for the years 1991 through 2005 on Waukesha County population, total deaths, cases investigated, death certificates signed, total case activity, etc.

Motion: Harenda moved, second by Swan, to approve Ordinance 160-O-141. Zastrow said they have a very good candidate who is also being considered for employment in several other jurisdictions in addition to Waukesha County. The candidate was previously employed in Florida but is originally from Michigan.

Mitchell said so you think the signing bonus will attract this candidate? Biedrzycki stated yes. He is going for a second interview in Iowa and then he will make a decision. Kipp asked is this signing bonus setting a precedent? Zastrow replied there was one other time, probably 15 years ago, when they were having trouble recruiting a psychiatrist. It is unusual, but the recruitment is so difficult they are trying to get as much flexibility as they can to attract a candidate. Kipp asked what salary are you offering? Biedrzycki said it is \$161,000. Kipp asked how many counties with a population of less than 500,000 have two certified pathologists with this level of training? Biedrzycki said I can't give you a number. We don't have enough work for two but right now we have two different levels of service when she is not there. This is not a good situation especially if there is a high profile case.

Mitchell said he knows a lot of people are not familiar with signing bonuses but they actually are pretty common with professional-type positions. It's part of the world we live in but the bonuses usually come with guarantees that they will be returned if the person does not work out.

Swan referred to the County Executive saying he wants to save dollars (\$180,000) by downsizing the County Board, but with this new person we're above that amount. Biedrzycki said that's why she started out by saying there is a need for two forensic pathologists. You either have to commit and say Waukesha County needs this or you say you're going to cut back and decrease the services.

Discussion continued by the committee regarding salary increases. Esler said the ordinance before the committee is for recruitment not a condition of hire. After the person is hired, he falls in the same salary structure as all other employees. **Motion carried 4 – 2; Cummings and Seitz voting no.**

Harenda left the meeting at 9:35 a.m.

Discuss and Consider the Audit of the Sheriff's Department - Cash Handling Procedures

Koth, Marks, Schubert, and Siewert were present. Schubert stated that this audit was requested by the department to look at the areas where cash is collected and handled, which involves the Main Jail, Huber Jail, Metro Drug Unit, and Records Division. The department wanted to make sure the proper controls were in place. Schubert began on Page 9 with the Main Jail Inmate Account. She covered the Operational Overview, as well as Findings and Recommendations (bank reconciliation, timely bank reconciliations, bank charges, canteen indigent packs, cost of indigent packs, check signing authority, documentation for payments, daily deposits, entries to suspense ['dummy'] accounts, and inmate balances owed) as the committee asked questions. Koth and Marks also responded to questions by the committee throughout the presentation of the audit. Siewert reviewed the Huber Facility Inmate Account. She covered the following areas: Operational Overview and Findings/Recommendations (reconciling bank account to CCW system and bailee status). Marks stated a "bailee" is a person who is at Huber in order to protect their job. Mitchell said the key is they haven't been found guilty but don't have enough money to make bail or bail wasn't set. Marks said they cannot collect board fees from them because they haven't been sentenced. They are checking further with Corp. Counsel and the Chief Judge to obtain a definitive answer. Siewert also reviewed the Metro Drug Unit and covered the following areas: Operational

Overview and Findings/Recommendations (expenditures from flash money – equipment, expenditures from flash money – out of town travel, and unannounced/surprise cash audits).

Schubert continued on with the Records Division Operations. She reviewed the Operational Overview (Register 1: records fees; Register 2: process fees; and Register 3: citations/warrants/bail- after-hours). She also reviewed some of the Findings and Recommendations.

Motion: Cummings moved, second by Swan, to accept the Audit of the Sheriff's Department – Cash Handling Procedures. **Motion carried 5 – 0.**

Discuss APCO (Association of Public-Safety Communications Officials International, Inc.) Report

Tuma stated in general there are a number of recommendations that could have a substantial financial impact on the budget. He was very pleased with the study. Mitchell referred to the first recommendation and asked who will be the spokesperson for the WCC? Tuma said one of the recommendations is to hire an additional position to be a training kind of manager to work with some of the organizations and the protocols on the issues. Also, this position would be involved in the investigation of inquiries and determine what the real problems are. However, this has not been decided yet.

Tuma said regarding the technology there is a meeting scheduled with Spillman for the beginning of April. Tuma said he wants the system to work but how much time do they give Spillman to make it work. Many of the issues they have are based on the inability of the software in place to really meet the needs. It would be a financial impact if it has to be replaced.

Seitz asked can you show one example of where the system is not working? Tuma said Spillman looks at an address as one field so when there is an address put in such as – 456 Main Street in Okauchee, it doesn't look at an individual community so all addresses come up that are close to it. Also, Spillman cannot handle grid addresses even though they promised it would. The reason is their technology is very, very old and that is what they are struggling with. Tuma said they are trying to tie Spillman down and the county has hired a consultant to help identify some alternate systems that may meet their needs. Also, Tuma said he and his staff are working on what they specifically need the system to do.

Mitchell said basically you're saying that if Spillman can't meet a deadline, you have other options that you're checking into. Tuma said there are other options, but then there will be a financial impact. Another system will cost some dollars.

Dwyer asked what do you think of CALEA (Commission for Accreditation of Law Enforcement Agencies) accreditation? Tuma said if they go ahead with it, it will take one staff person a full year to put all of the documentation together. Every agency he has talked to about this has said one person will be needed. It is something to strive for. Without going through the accreditation process, they are looking at the requirements and trying to meet them now. Tuma said they know what the 14 standards are. They are doing what needs to be done to meet the standards without going through the process and the expense.

Mitchell asked what is the feedback on the cell phone transfers to the City of Waukesha and New Berlin? Tuma said it has been pretty successful considering the volume. Tuma said one of things they are looking at and one of the recommendations was to beef up the phone system so when non-

emergency calls are received, i.e., during a storm, these calls can be transferred to another number that gives different options (call We Energies, call gas company, etc.).

Dwyer asked when are you estimating that we'll be ready to accept more members to the center. Tuma said it depends on the size of the agency. He actually would not want the City of Waukesha to join until sometime next year. He said we're doing much better with our protocols and training so a small agency could be accepted as long as no additional staffing was needed.

City of Waukesha Alderman Rick Tortomasi said they have 14 dispatchers at their 24/7 operation and that isn't enough either. Their police department made a strong case on why they shouldn't join the dispatch center. What has come out of this is everyone wants to go over to the county when the county is ready.

Mitchell said he agrees with Seitz that the CAD system has to be resolved and agrees with Swan that there should be a timeline to get it done. Mitchell indicated that Tuma is doing a fantastic job.

Motion to Allow Secretary of Committee to Approve the Minutes of the Last Committee Meeting on Behalf of the Committee

Motion: Swan moved, second by Cummings, to allow Supervisor Kipp, as secretary of the committee, to approve the last meeting minutes of 3/31/06 on behalf of the committee. **Motion carried 5 – 0.**

Legislative Update

Krahn stated that the Medical Examiner's bill and the Probate bill were both signed into law. The Probate bill does have some problems.

Motion to adjourn: Swan moved, second by Seitz, to adjourn the meeting at 12:00 Noon. Motion carried 5 – 0.

Respectfully submitted,

Mareth K. Kipp
Secretary

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